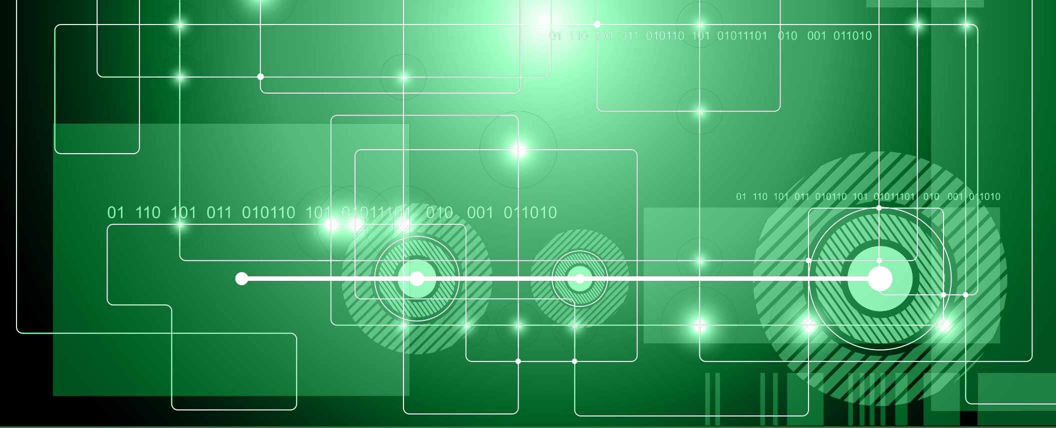

Texas Sales Tax
Electronic Reporting Using Electronic Data Interchange (EDI)

Quick Reference Guide

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Texas Sales Tax

Electronic Reporting Using Electronic Data Interchange (EDI) Quick Reference Guide

Downloading the Application from the Internet

Exit all open Windows applications.

Log on to the Internet.

Enter the following URL: **http://www.window.state.tx.us/taxinfo/etf/**

Click **Electronic Data Interchange (EDI)**.

Click <**Sales and Use Tax**>.

Click <**free software**> to download Staxfull.exe.

InstallShield Wizard for Sales Tax Data Entry System – Version 6 will open.

Click <**Next**>

Click <**Install**>

Click <**Finish**>

Double-click-on the **Sales Tax Data Entry System Version 6** icon to launch the program.

If you have been using a previous version of the sales tax data entry system, you will need to:

Click <**Yes**> when asked if you want to copy information from our old database.

Click <**Start**> on the Pipe/Database screen.

Click <**OK**> when "Log file saved to…" appears.

Click <**Yes**> to read the Electronic Funds Transfer Information, or click <**No**> if you don't want to read it.

Click <**Close**> to get out of the piping screen.

Taxpayer Information Setup

Click <**Setup**>. Enter **Taxpayer #**, **Name** and **Address** information. Select **Tax Type** and **Filer Type** if different from the defaults. Enter EFT payment information if you choose to file payment with the return. Enter **Contact Name**, **Phone #**, **E-mail Address**.

Note: EFT Payment Information is optional. A Transmitter Number is required only for tax professionals filing reports for third-party clients. If you need a Transmitter Number, please contact the Comptroller's office.

Click <**Save**>.

Click <**New**> to add another Taxpayer Number and repeat the steps above.

For Direct Pay returns, please see Setting Up List Information.

Outlet Location Setup (Sales Tax Only)

From the Taxpayer Information screen, click <**Outlet**>. Enter **Outlet #** (from preprinted return), **Store #** if used, **Outlet Name** and **Outlet Address** (you may need to select the city and county where your outlet is located), and then select the **Location Type**, either outlet or list, based on your preprinted return.

Verify the Tax Liability Information.

Note: The New Outlet, Out-of-Business and Reactivate Outlet fields should be used ONLY if the Comptroller's office needs to add or change outlet information on our system. If you have already received a permit or informed our office of changes/additions in writing or by phone, you do not need to check any of these boxes.

Click <**Save**>.

You can also assign additional local jurisdictions to the current outlet. To do this, press <**Add**> in the **Tax Liability Information** area. This will open the **Assign Jurisdiction(s) to Outlet** window. Multiple SPDs and/or Transits are available to add (or remove) from this point.

Cities and/or counties cannot be removed from the outlet in this assignment window.

Many additional SPDs and/or Transits can be added, but the system will ensure the maximum tax rate applied to the outlet will be 0.02 or less. To stay under the 0.02 limit, you can un-assign jurisdictions, or un-check the **Pay Flag** checkbox.

When you are finished with the jurisdiction assignments, press <**OK**> to return to the **Outlet Setup** window.

Click <**New**> if you want to add another outlet and repeat steps above.

Setting Up List Information

If you are a Direct Pay filer, or if one or more of your outlet locations are list filers, you will need to set up your list.

From the Taxpayer Information or Outlet Setup screen, click <**List**>. Highlight the <**cities**> from the Master City List that need to be added to the Taxpayer City List and click <**Add**>. Repeat this procedure for all other jurisdictions, **Transit**, **County** and **SPD**, by using the drop-down arrow next to the Jurisdiction Box.

*Note: The program will automatically add the jurisdictions for which the List Outlets are liable. You can add multiple jurisdictions to the Taxpayer List at one time by holding down your Control key while clicking on all the jurisdictions you want to add. When finished, click <**Add**>.*

Click <**Save**>.

Downloading Tax Rates from the Internet

Click <**Utilities**> on the Menu Bar, select **Import Tax Rates** and click <**Web Current or Web Historical**>. After connecting to the Internet, a File Download Box may appear. If asked, select '**Save**' or '**Save this program to disk**.' When the **Save As** box appears, the **Save In** box should display the **Stax6** folder and the file name should be **taxrates.exe** or taxratesyyq.exe.

Click <**Save**>.

Note: If you have previously downloaded a tax rate file you will get a message "C:\Stax6\taxrates.exe, already exists. Do you want to replace it?" Click <**Yes**>.

After the download is complete, close your Web browser if necessary.

Click <**Import**>.

The **Select Tax Rate File** box is displayed. The '**Save in**' line should show the Stax6 folder, the file name box should reflect taxrates and the '**Save as**' file type is exe. Click <**Save**>.

Click <**Extract**>. *Note: Make sure the file is being saved to the stax6 folder.*

Click <**OK**> then click yes on the"Confirm File Replace' screen.

Click <**OK**> to continue with the process.

Click <**OK**> on, "Import tax rate file version YYQ."

Click <**OK**> when you receive the message, "Tax Rate Table Successfully Loaded."

Click <**Close**>.

To verify the tax rates have changed, click <Utilities> and then click <**Import Tax Rates**>. The values displayed beside the Current Version field should be the quarter in which you are filing.

Preparing a Tax Return

Click <**Return**>. (If you file for multiple taxpayers, highlight the taxpayer you want to file the return for and click <**OK**>.) Click <**New**>. Enter **Filing Period** in this format (yymm for monthly or yyq for quarterly).

Click <**Save**>.

For Direct Pay returns, enter the amount subject to tax. Click <**Save**>. (Proceed to List Entry.)

Outlet Entry (Sales Tax Only)

Click <**Outlet**>; enter your Total Sales, Taxable Sales and Taxable Purchases. Do not leave any of these fields blank. Press <**Enter**> or <**Save**> until all outlets are entered.

Click <**Close**>.

List Entry (If Applicable)

Click <**List**> and enter your Taxable Sales for each <**City**> jurisdiction.

Note: Use the down-arrow button on the right side of the Jurisdiction box to select Transit, County and/or SPDs.

After all list data is entered, click <**Save**>.

Click <**Close**>.

eFTPayment Entry (Optional)

If using this option, verify the State and Local Total Amounts Due on the Return Summary Screen and enter **EFT Payment** amounts for state and local taxes. Enter **EFT Payment Date**.

Note: The date should be the due date of the return or the date upon which you want the payment to be drafted from your bank account. Returns with payments MUST be transmitted no later than 2:30 p.m. Central Time on the bank business day before the due date.

Non-EFTPayment Entry

Verify the State and Local Total Amounts Due on the Return Summary screen and enter **Total Amount Paid**, **Credits Taken**.

Click <**Save**>.

Click <**Coupon**> and then click <**Print**>. Send only this coupon with your check.

Click <**Close**>.

Credits Taken

You must answer this question before you will be able to process your return: "*Are you taking credit to reduce taxes due on this return for taxes you paid in error on your own purchases?*" (Do not include prepayments or overpayments from other periods.)

If you have taken a credit(s) against taxable sales on this return, click the drop-down arrow and select <**Yes**>. Enter the date upon which the credit(s) was established and the total amount of the credit(s). (The date cannot be after the filing period on the return.) Click <**Save**> and close.

If you select the <**No**> option, you have indicated there were no credits taken on this report and your taxable sales have not been offset by a credit. (The amount you enter is for informational purposes only. It is not used in calculating tax due on this report).

ExportedSales (Sales Tax Only)

You must answer this question before you will be able to process your return. *"Did you refund sales tax for this filing period on items exported outside the United States based on a Texas Licensed Customs Broker Export Certification?"*

Click <**Yes**> if you have refunded sales tax for exported items during this filing period. Enter the total state and local sales tax refunded for items exported outside the United States from all Texas Licensed Customs Broker Export Certificates.

Click <**No**> if no sales tax was refunded.

Click <**Save**>.

Printing Return

On the Return Summary screen, click <**Print**>. Click <**Yes**> on *"Do you want to print?"*

Note: Do not send a paper copy of the report to the Comptroller's office!

Processing Returns

Click <**Filing**>.

Highlight the return to be processed.

Click <**Process**>.

If an EFT payment has been entered, you will see a Processing Payment Verification screen showing all the payment information. If everything is correct, click <**Yes**>. If you need to change the information, click <**No**> and return to the Report Summary page to make changes.

Click <**Save**> on the Select EDI File window.

Note: If there are errors on the return, a Processing Error box will display the errors. You must go back and correct the error before processing the return again.

Click <**OK**>.

Processing Status for the return should change from “U” to “P” and a file name will appear in EDI File column on the Returns to Process screen, if <**Processed**> has been selected in the Data Filter line.

Enveloping Returns (Optional)

To combine two or more returns in one file after all returns have been processed, click <**Processed**> in the **Data Filter** line. Highlight all returns you want to envelope by holding down your <**Control**> key and clicking on each file to be enveloped.

Click <**Envelope**>.

Click <**Save**> on the Select Envelope EDI file box.

Click <**OK**> in the Envelope EDI File Saved As… box.

A file name will appear in the EDI File Column and Envelope will show in the Report Type Column.

Signing on to the Internet for the First Time to Create a Personal Identification Number (PIN) and to SendTest File

You will need the WebFile number pre-printed on your sales tax return. The WebFile number is printed in the upper left-hand corner of the report and consists of eight alphanumeric characters (example: RT123456).

Click <**Filing**> and then select <**Send Web**>. The Electronic Data Interchange page will open.

Click <**Registration**>.

Click <**Continue**>.

Enter your 11-digit <**Texas Taxpayer Number**>.

Select Tax Type <**Sales Tax**> or <**Direct Pay**>.

Enter your <**Web File Number**> found in the upper left hand corner of your pre-printed report.

Enter <**Contact's Last Name**>.

Enter <**Contact's First Name**>.

Enter <**Daytime Phone Number**>.

Enter <**E-mail Address**>.

Press <**Continue**>.

Enter a unique **Personal Identification Number** (**PIN**) to use for transmitting your files. The **PIN** can be from eight to 13 alphanumeric characters.

Re-enter your **PIN**.

Enter a **Reminder Phrase** that relates to the PIN you have created. This will be used if you forget your PIN and need help remembering it.

Click <**Continue**>.

Verify the registration information you entered.

Press <**Continue**>.

On the Client Information page, you can add taxpayer numbers and WebFile numbers that are different from the Registration taxpayer number, so that you can submit a test file for these taxpayers. If you are only submitting a test on the registered number, press <**Continue**>.

On the Test File Upload, click <**Browse**> and select the file in the Stax5 folder you want to upload (file type should be text [*.txt]).

Click <**Open**>.

Click <**Submit**>.

You must submit one test return. The return will be checked automatically for errors; then you will receive a file acknowledgement e-mail. Once you have been approved, you will be able to send production files.

Note: This file will not be uploaded to our system. If it is the current return, you must resubmit it when you receive an approval e-mail.

Transmitting Returns Via Web (ApprovedTaxpayers)

Click <**Filing**>.

Click <**Send Web**>.

Click <**Log In**> on the Electronic Data Interchange page.

Enter the State of Texas **Taxpayer Number** (11 digits, no dashes).

Select **Tax Type** and then enter your **PIN**.

Press <**Continue**>.

On the Taxpayer Information screen, click <**Continue**>.

The file Upload Option window will appear. Select either Upload Test File or Upload Production File.

Click <**Continue**>.

Click <**Browse**> and highlight the file in the Stax6 folder you want to upload (file type should be text [*.txt]).

Click <**Open**>.

Click <**Submit**>.

You should receive a confirmation number on the screen. The system also will e-mail the confirmation number to you. To enter confirmation number in your software, click <**Filing**>; select <**Processed**> in the Data Filter line; enter the confirmation number in the appropriate field; press <**Tab**>; and click <**Save**>.

For more information, please consult the Help features on the EDIWEB page.

Amending Return Data

Click on <**Return**> icon, click <**Summary**> and then click on <**Index**>. Locate the original processed return you need to amend. Double-click it in the Return Summary list. When the summary detail is displayed, click

<**Amend**>. Click <**OK**> to the message "Prepare this return to Amend." Click <**OK**> on the message indicating the return is ready to be amended.

Note: If the filing period of the return you are amending is not in the current tax rate quarter, you will need to download the appropriate tax rate file from Historical Tax Rates on the Web. This will ensure the proper tax is calculated on the amended tax return.

Downloading Historical Tax Rates from the Internet

Click <**Utilities**> on the Menu Bar, select **Import Tax Rates** and click <**Web Historical**>. After connecting to the Internet, a File Download Box may appear. If asked, select '**Save**' or '**Save this program to disk**.' When the **Save As** box appears, the **Save In** box should display the **Stax6** folder and the file name should be **taxratesyyq.exe**.

Click <**Save**>.

After the download is complete, close your Web browser if necessary.

Click <**Import**>.

The **Select Tax Rate File** box is displayed. The '**Save in**' line should show the Stax6 folder, the file name box should reflect taxratesyyq and the '**Save as**' file type is exe. Click <**Save**>.

To verify the tax rates have changed, click <**Utilities**> and then click <**Import Tax Rates**>. The values displayed beside the Current Version field should be the quarter in which you are filing.

Note: After you have amended the return, you will need to import the current tax rate table you had before the amended process.

Moving the Application to a Different PC

If you ever have to move the program to another PC, you will need to reinstall the program on the new PC and then copy the **Stax6.db** file into the Stax6 folder on your new PC.

Note: This file will save all the data that was in the program on the old PC.

Refresh Database

Selecting 'Refresh Database' will empty all data from the current database and replace it with an empty database. The database file will be copied and saved with a different name so it can be recovered if necessary.

Click <**Utilities**>.

Click <**Refresh Database**>.

Click <**OK**>.

Warning: Do not select Refresh Database unless you want to delete all setups and returns from the software.

Modify Database Path

Move the stax6.db file to the new folder location.

Select 'Modify Database Path' and enter the new location for the database file.

Close program and restart for the change to take affect.

Technical Notes:
The original installed location for the stax6.db file is <ALLUSERS PROFILE>\TexasCPA\Stax6\stax6.db. Environment variable <ALLUSER PROFILE> represents a path dependent on the operating system XP or Windows7.

The software must be installed on the hard drive of each machine accessing the database. The database file can be located on any drive path accessible by the user(s) including network drives.

The database can only be accessed by one user at a time.

The database path is actually stored in configuration file stax.ini under section [Database file] , key FilePath=. Hint: Do not mistake section [Database file] with section [database].

Note: The software is designed and tested to run with the database saved on the hard drive of a PC. Limited technical assistance is available if you choose to run the program on a network.

For more information please use the Help features in the software or visit our website and view the Electronic Reporting Software demonstration:

http://www.window.state.tx.us/taxinfo/etf/etfs_salestax.html

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